

**AIR FORCE OFFICE OF SCIENTIFIC RESEARCH  
AFOSR International Office (AFOSR/ION)**

**Visiting Scientist Program**



**10 April 2017**

**[vsp.afosr@us.af.mil](mailto:vsp.afosr@us.af.mil)**

**Distribution A  
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# **AFOSR VISITING SCIENTIST PROGRAM**

## **1. Description**

The Visiting Scientist Program (VSP) provides opportunities for outstanding Air Force scientists and engineers (AF S&Es) to conduct full-time research at a non-government laboratory located within the USA. The duration of a VSP visit can be up to 179 days. The visits can be shorter, and can consist of non-contiguous durations as appropriate. AFOSR pays all TDY costs, while the AF S&E's home organization continues to pay all other costs. Upon completion of the TDY the AF S&E returns to her/his home organization.

The four goals for the program are:

- Enable AF S&Es to conduct research side-by-side with prominent researchers at their home organizations, which may include the use of experimental facilities not available at the S&E's home organization.
- Transition skills and knowledge from the organization back to the home organization.
- Create and/or deepen relationships with researchers, including the development of collaborations that endure beyond the duration of the VSP visit.
- Provide an opportunity for AF S&Es to broaden their awareness of and experience in the domestic S&T community to enhance their career development and increase their ability to contribute to the S&T mission of the Air Force.

## **2. Researcher Eligibility**

The researcher must be active in her/his field of expertise, be recognized as a subject-matter expert, and have a strong publication record. The researcher should be at the GS-13 level or higher, or the lab demo equivalent. Lower-rank applicants will be considered on an exception basis.

## **3. Applying to the VSP Program**

Applicants must submit a proposal, not to exceed 10 pages, that contains the following information:

- The research to be conducted, expected outcomes, how the state of the art is being advanced, and how it can be concluded successfully within the constraints of the TDY. The description of the research to be conducted should be at a level where a technical expert who is not an expert in that field can judge the quality of the proposed work.
- The host organization where the research will be conducted and specifics on why it is necessary/advisable to be in residence at the host organization while conducting the research.
- The qualifications of the person at the host organization who is sponsoring the applicant's visit, and the qualifications of her/his research group and facilities.
- The quality and quantity of the planned interactions with the host institution's researchers and facilities.
- A one to two page resume of the applicant and a complete list of the applicant's publications. The publication list does not count toward the 10 page limit.

- A letter of invitation from the applicant's sponsor at the host organization that includes a brief description of the resources that will be provided.
- A letter of support for the proposal from the Chief Scientist of the Air Force Research Laboratory's (AFRL) Technical Directorate (TD) to which the applicant is assigned. The letter must specifically reference the details of the proposal. Non-laboratory applicants, such as researchers at the Air Force Academy and Air Force Institute of Technology, should pass their proposals through their equivalent of the Chief Scientist of an AFRL Technical Directorate.
- A detailed anticipated TDY expense budget and travel itinerary.
- Cover sheet.

The proposal must be submitted to the AFOSR in electronic format to [vsp.afosr@us.af.mil](mailto:vsp.afosr@us.af.mil).

#### **4. Patents and Rights in Technical Data**

Rights associated with discoveries worthy of a patent, made by any government employee while participating in the VSP program, shall be determined in accordance with Executive Order 10096, 23 January 1950, 15 Fed Reg 398, as amended by Executive Order 10930, 28 March 1961, 26 Fed Reg 2583, and Air Force Instruction 51-303. Participants may not waive, release, or alter the respective rights set forth in these references. Forward any requests from a hosting institution for an agreement concerning patent or data rights to AFOSR/ION for AFOSR/JA review. No VSP program participant shall sign such an agreement prior to written AFOSR/JA approval.

#### **5. Deliverables**

The VSP researcher must submit a written report detailing her/his research effort and findings within 90 days of completion of the TDY to AFOSR. The report should include a clear explanation of how the four goals listed in Section 1 were achieved. The report should also state whether any publications were, or will be authored as a result of the work accomplished during the tour and/or if the work was, or will be presented at any upcoming conferences/events. In addition, the VSP researcher may be asked to give a seminar-style presentation at the laboratory and/or at AFOSR (at AFOSR's expense) and provide feedback for program evaluation purposes.

#### **6. Proposal Submission, Approval, and Execution Processes**

The applicant submits her/his proposal to AFOSR no later than four months prior to the proposed start date of the VSP visit. AFOSR will put the proposal through its approval process, culminating with the accept/reject decision being made by the AFOSR Chief Scientist. Upon approval of the proposal, AFOSR informs the applicant that the proposal was approved and sends a Letter of Authorization (LOA) for DTS cross-organization funding to the applicant. Orders will not exceed the amount in the funding document. When the applicant receives notice of approval, she/he coordinates with her/his travel personnel to work out travel-related details of the TDY.

## **7. Early Termination of the VSP Visit**

The host laboratory, AFOSR, and the applicant's TD retain the right to terminate the applicant's participation in the VSP program. In cases of serious illness, undue hardship, or early completion of the researcher's objectives as defined in the proposal, the researcher may request early termination of the TDY.

## **8. Contacts**

- a. AFOSR/ION: (VSP Program Officer)  
Phone: (703) 696-7323 DSN 426-7323  
E-Mail: [vsp.afosr@us.af.mil](mailto:vsp.afosr@us.af.mil)  
Mailing Address:  
AFOSR/ION  
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Arlington, VA 22203-1768

Attachment:  
Visiting Scientist Program Proposal Cover Sheet

**VISITING SCIENTIST PROGRAM**

**PROPOSAL COVER SHEET**

**Proposal Date:** \_\_\_\_\_ **Projected TDY Start Date:** \_\_\_\_\_

**Proposal Title:** \_\_\_\_\_

**TDY Duration in Days:** \_\_\_\_\_ **Estimated TDY Cost:** \_\_\_\_\_

**Name of Applicant (Last, First, MI):** \_\_\_\_\_

**Grade/Rank:** \_\_\_\_\_ **Position Series/Title:** \_\_\_\_\_

**Air Force Organization:** \_\_\_\_\_  
**(Street Address)** \_\_\_\_\_

**Applicant's Contact Information** \_\_\_\_\_  
Phone (DSN/Comm), Email

**Proposed Host Laboratory & Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Name of Contact at Host Laboratory:** \_\_\_\_\_

**Telephone Number of Host Laboratory Contact:** \_\_\_\_\_  
(email)